

CHEVY CHASE VILLAGE
BOARD OF MANAGERS
MARCH 14, 2011 MEETING

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 3/10/2011
SUBJECT: DRAFTING FORMAT FOR BOARD MEETING MINUTES

Last month, there was an email discussion regarding the current format for Board meeting minutes. Please see the attached email from Board Member Patricia Baptiste, dated February 18, 2011.

Typically, meeting minutes are either a synopsis of the governing body's actions and discussions (just shy of a full transcript) or actions only. The first format is typically utilized when there is no audio or video recording of the full meeting.

The Village currently uses a format that has been referred to as a "hybrid" of the two aforementioned formats. For the most part, our current minutes capture action and audience comments when the speaker steps-up to the microphone. When there is a contentious issue under discussion, like the playgrounds matter, we also try to capture general Board comments in advance of a motion or vote, but not general Board comments during the discussion.

As the Board is aware, the Village records all regular meetings. These audio recordings are also available on the Village's website, although only two meeting files can be maintained on the website at a time, given their large file size. Audio files are also provided to residents upon request. Additionally, we try to include detailed articles in the subsequent issue of the *Crier* to inform residents of Board actions resulting in a direct impact to the community (i.e., Ordinance amendments, approved policies, etc.).

While the Village's Charter does require that minutes of all meetings of the Board of Managers must be taken, neither the Charter nor the Code stipulates the level of detail required in the minutes. Accordingly, I recommend that we begin condensing the minutes to reflect Board actions only. This format will save administration about 1/3 of the current drafting time, which is helpful in light of reduced administrative staffing, and reduce Legal Counsel's review time, and cost, as well.

Davis-Cook, Shana

From: Pat Baptiste [patbaptiste@verizon.net]
Sent: Friday, February 18, 2011 9:12 AM
To: Peter Kilborn; LAWRENCE HEILMAN; Gail Feldman; David Winstead; Allison Shuren; Peter Yeo
Cc: Davis-Cook, Shana
Subject: minutes

Since it was I who questioned the format of the written minutes which we approve each month, and which form the official record of our actions on the Board, I would like to weigh in on the recommendation to limit the minutes to 'action' items, with the other matters covered at the Board meetings memorialized in recorded transcripts. I am sure all of us have been on Boards which have had narrative minutes and others which limit the minutes to actions and votes. While I appreciate Shana's suggestion that the currently 'hybrid' system we employ be changed, I think it warrants some thinking among the Board itself as to what the purpose of the minutes are, and whether referring residents to the full recording of lengthy meetings is a satisfactory substitute for a written summary of the meeting itself. Thoughts?